



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 27, 2018

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Muriel Harper, Dave Singer, Charlie Krupa, Renee Greenland, David Moore, and John Earl

Absent: Stacy Ewert and John Wenum

Unexcused Absence: None

Staff Present: Kari Labansky, Wendy Schneider, Jim Dahlke, Jeff Housker, and Renee Hazelton

Guests Present: Jean Christensen and Frank Frassetto

Opening

1. John Earl called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the June 27, 2018 meeting agenda. Seconded by Scott Beard. Passed unanimously.
MOTION CARRIED.

John welcomed staff members, Kari Labansky, Wendy Schneider, Jim Dahlke, Jeff Housker, and Renee Hazelton. He also welcomed guests Jean Christensen and Frank Frassetto.

Motion was made by Donna Maly to adopt the April 25, 2018 meeting minutes. Seconded by Renee Greenland. Passed unanimously.
MOTION CARRIED.

John welcomed Jean Christensen of WIPFLI who presented our 2017 Financial Audit results. The report on compliance of our major programs included Section 8, Weatherization Assistance, Low-Income Home Energy Assistance, and Public Benefits. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action

Agencies across the United States. Our revenues were at 6.4% and expenses at 5.7%. The agency only spends 3.7% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 96.3% of funding goes out to serve clients. We currently operate 13 programs with Weatherization at 21.65% of total expenses. Total revenue in 2017 was \$8,157,974 and total expenses were \$8,084,794. Net assets at the beginning of 2017 were \$5,892,575 and at the end of 2016 were \$5,965,755. The Statement of Financial Position reflected a slight increase in total assets of \$9,244,494 compared to \$9,161,418 in 2016. Expenditures for 2017 were at approximately \$8.1 million. Unrestricted net assets reflected a substantial increase to \$184,026 compared to \$70,761 in 2016; WIPFLI's suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures, with 50% of unrestricted net assets in cash. Unrestricted net asset balance should be between \$405,000 and \$810,000. No Management letter was issued for 2017. Jean thanked Kari and the financial staff on the excellent job they did for the audit. The Board of Directors thanked Jean for her presentation and staff and administration for all their hard work with a standing ovation.

2. Board Member Elections

John Earl turned the meeting over to Fred for election of officers.

Re-appointment of Elected Officials:

Motion was made by Charlie Krupa to re-appoint Elected Officials including Dave Repinski, Adams County; Bob McClyman, Columbia County; Donna Maly, Dodge County; John Wenum, Juneau County; and David Moore, Sauk County. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

Election of Officers:

John Earl passed the meeting over to Fred for Election of Officers. Fred asked board members to review Officer Nominations presented in the board packets. The nominations received for Board President were John Earl, Muriel Harper, and Donna Maly. Fred asked three times for any other nominations from the floor. Donna Maly and Muriel Harper respectfully declined. With no further nominations, David Moore moved that nominations be closed and a unanimous vote be cast for John Earl as Board President. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous voice vote. MOTION CARRIED.

Fred congratulated John and passed the meeting back to him.

John continued with the Board Vice-President election. The nominees were John Earl, Charlie Krupa, Donna Maly, and John Wenum. John Earl, Donna Maly, and John Wenum (per phone call) respectfully

declined. With no further nominations from the floor, motion made by David Moore that nominations be closed and a unanimous ballot be cast for Charlie Krupa as Board Vice-President. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that the nominations for Board Secretary were Muriel Harper and Sandy Wormet. Sandy Wormet respectfully declined. With no further nominations from the floor, motion made by Bob McClyman that nominations be closed and a unanimous ballot be cast for Muriel Harper as Board Secretary. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Dave Singer and David Moore. David Moore respectfully declined. With no further nominations from the floor, Bob McClyman made a motion that nominations be closed and a unanimous ballot be cast for Dave Singer as Board Treasurer. Seconded by Renee Greenland. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John declared the elections complete with John Earl elected as Board President, Charlie Krupa as Board Vice-President, Muriel Harper as Board Secretary, and Dave Singer as Board Treasurer.

3. President's Comments

John thanked board members for their presence at the meeting and all the hard work they do throughout the year. He welcomed and introduced USDA State Director, Frank Frassetto.

4. Executive Director's Report

Fred reported that at the last WISCAP meeting, they agreed to change their by-laws requiring agency payment of WISCAP dues to be able to participate in the meetings. He congratulated the officers and looks forward to working with them for another year. Our Federal Home Loan Bank application for the Charlie Krupa School View Senior Village was submitted in June. Although we didn't receive a letter from the State regarding funding, we think we will still score high enough to receive the FHLB grant. The Badgerland Jet Pilots raised another \$5,000 for our Wisconsin Dells Food Pantry this year. No new suggestions for changes to the monthly board calendar. Prayers are with Chris Utley on the loss of his father. David Bradley with the National Community Action Foundation reported a possible increase in Community Services Block Grant funding. Fred gave a short history of how we ended up in our new central Wisconsin Dells office building. He thanked Kari, her staff, the board, and all the managers for their hard work. Fred and Scott reported on a recent Madison College meeting held at Portage which brought together the

school, service organizations, and other non-profits for collaboration and discussion.

5. Budget & Finance Report

With the 15 year Re-Dedication of our Wisconsin Dells office building today, Kari reported a few fun facts: We purchased the land in May 2001; the first draw on the \$1.1 million USDA loan from Rural Development was on September 12, 2002 in the amount of \$175,000; the last draw was March 18, 2003; USDA also gave us a \$50,000 grant with a stipulation on how to spend the money; we also received a TEFAP grant \$16,400 to purchase the walk-in cooler/freezer; and a State Telecom grant for \$5,000 to help install the computer network; as of May 31, 2018 our principal balance on the USDA loan is a little over \$725,000. Fred and Kari discussed the dedication of USDA staff member, Kelly Oehler, and his dedication to the project by helping with the move. John Earl expressed appreciation to Frank Frassetto for his key role in the development of our building.

6. Committee Reports

a. PBP Committee

Charlie Krupa asked board members to review the PBP Committee report of May 11, 2018. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the March 9, 2018 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report with detailed information regarding each of our properties. Ed mentioned that we are #3 in the State for caseload for our Juneau County Energy Assistance Program; many marketing activities are ongoing. The State HOME grant for the Charlie Krupa School View Senior Village project was submitted March 22nd. The Federal Home Loan Bank application is due in mid-June. The John Wenum Family Apartments are fully leased; garages are nearly ready to lease. Fred mentioned that Bob Wohlrath is assisting with the Guardianship Program; he is employed through the Senior Community Service Employment Program (SC-SEP). Kenwood Properties is running smoothly. Renee reported on a Youth Advisory Board Meeting she will be hosting. The Baraboo Warming Shelter closed at the end of April; new owners will be taking over. The garage roof has been repaired at the Women's Shelter. Fred mentioned that we will have approximately \$100,000 program income from our Home Rehab Program which could be used to build housing for our homeless families. The meeting was adjourned. The next meeting will be held on Friday, July 13, 2018.

Motion was made by Dave Repinski to accept the PBP Committee Report of May 11, 2018. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 11, 2018. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the April 13, 2018 EPF&A Committee meeting. The committee went into Closed Session by unanimous roll call vote. Motion passed by unanimous vote to resume in Open Session. Kari presented the Finance Report including the Revenue Expenditure Statement for period ending March 31, 2018, and also presented an overview of the Guardianship/Fiduciary/Power of Attorney Program. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari. Fred reported on the WISCAP Annual Meeting held on May 2nd and 3rd. The WISCAP Board of Directors discussed our motion regarding WISCAP dues and motion passed for a by-laws change to occur in which agencies that do not pay their dues can attend the meetings, however they cannot participate. Fred reported that our "Petition for Review" to appeal paying a fee on one of our NSP houses has been received by the State and is being forwarded to their legal counsel for review. Fred mentioned that we are getting quotes for replacement of our agency telephone system. WIPFLI will be presenting at our June Board Meeting and celebrate 15 years in our Wisconsin Dells office building. We are considering an end of the summer staff outing to Circus World in Baraboo. Our 19th Annual CWCAC Golf Outing will be held at Trappers Turn on Thursday, June 7th. The meeting was adjourned. The next meeting will be held on Friday, June 8, 2018.

Motion was made by Muriel Harper to accept the EPF&A Committee Report of May 11, 2018. Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review the EPF&A Committee report of June 8, 2018. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the May 11, 2018 EPF&A Committee meeting. The committee went into Closed Session by unanimous roll call vote. Motion passed by unanimous show of hands to resume in Open Session. Kari presented the Finance Report. The report of CSBG Expenses by Division through May 2018 reflected total expenses at \$118,911.03. With the total CSBG Contract at \$280,900.16, the grant is 42% spent. The majority of CSBG expenses are being used for the Section 8 and Homeless Programs. Kari also presented the HOME grant final completion report for the John Wenum Apartments. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari. Fred updated the committee on our "Petition for Review" to appeal paying a fee on one of our NSP houses. Fred reported on the Charlie Krupa

School View Senior Village project. The State HOME Grant was submitted at the end of March; in correspondence with the State, we received no date of application review completion. The Federal Home Loan Bank application for the project will be submitted by June 15th. We will have a 15 year re-dedication of our Wisconsin Dells Building at the June Board Meeting. Our 19th Annual Golf Outing was held on June 7th; with 84 golfers we grossed approximately \$21,000 and netted approximately \$13,000. The Laser Therapy Center will be expanding into another room on the lower level of the Wisconsin Dells Building. Motion was passed by unanimous vote recommending full board approval of the Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our country's freedom; the Board of Directors declares our extended Fourth of July Holiday celebration by inclusion of July 5th to be an agency holiday this year, 2018." Fred reported on the Badgerland Jet Ski Event held on June 2nd which raised just over \$5,000 for our Wisconsin Dells Food Pantry. The meeting was adjourned. The next meeting will be held on Friday, July 13, 2018.

Motion was made by Sandy Wormet to accept the EPF&A Committee Report of June 8, 2018. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

7. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

Chris Utley was unable to attend the meeting. He reported that this is the last month of our two year contract. We will have an increase of \$216,000 over last year's contract. We are looking at hiring another crew worker and going from the current two crews to three crews. We also have a contract with Johnson Weatherization to provide shell measures. We recently completed our Administrative Review conducted by State staff. The process went well with very few issues. We received a report from the State that reviewed all of their energy audits from last year's contract period and the results look good. Our auditors are producing comprehensive, accurate audits as required. We are currently going through a competitive bid process for freezers, refrigerators, and weatherization shell measures (whole house weatherization services). To date our Weatherization Program has served 518 households, with a goal of 393 and 834 audits done. We have installed 376 freezers/refrigerators, 114 furnaces, and 264 water heaters.

Wendy Schneider reported on the Homeless Unit. We received an SSM Health grant in the amount of \$1,500 to assist clients with health issues. The Dodge County FEMA grant was bumped up from \$800 last year to \$1,647 this year. The Homeless Prevention funds went from \$3,700 to \$4,547. The Transitional Housing grant is back and was

bumped up. She is working on the COC grant for Rapid Re-housing which houses people for up to a year. Total number of individuals served from January through May 2018 was 282; total cost of services was \$83,577.62. Total households helped through the Project Chance Transitional Housing/Rapid Rehousing Program were 39 reflecting 100 individuals and \$52,039.93 in leasing dollars spent. Total spent on rents and security deposits for Sauk County Rapid Re-housing was \$12,548.44. Funds expended for the National Exchange Bank Grant were \$5,429.75.

Lisa Williams was unable to attend the meeting. She reported on the Section 8/Hunger Reduction Unit. We currently have 567 Section 8 vouchers providing 1,168 individuals with rental assistance, 12 voucher holders that have ported in, and 51 Veterans VASH vouchers providing 51 veterans with rental assistance. From January to March 2018, the food pantries served a total of 3,871 households, 9,655 individuals, and received 285,541 pounds of USDA commodities.

Motion was made by Dave Repinski to accept the Weatherization, Homeless, and Hunger Reduction reports of June 8, 2018. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

8. Unfinished Business

Motion was made by Bob McClyman to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2017 Financial Audit as presented by WIPFLI, LLP." Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

Motion was made by Sandy Wormet to approve the Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our country's freedom; the Board of Directors declares our extended Fourth of July holiday celebration by inclusion of July 5th to be an agency holiday this year, 2018." Seconded by Scott Beard. MOTION CARRIED.

9. New Business

In recognition of our 15 Year Re-Dedication of our Wisconsin Dells office building, David Moore led us in prayer prior to the meal and asked for all the people here and those that come to us for help be blessed. Frank Frassetto enjoyed the interaction of our board and hearing about the helpfulness of his staff on our building project. He said USDA is not just a government entity, they are there to provide a customer service. It is something he takes seriously and is committed to making sure they provide this service and real prosperity to their neighbors by matching up goals and issues and meeting them whenever possible. He sincerely appreciated being asked to join us for this great event. Frank was thanked by the board with a round of applause.

10. Next Meeting

Wednesday, October 24, 2018 @ 10:00 a.m.

11. Adjourn

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

June 28, 2018

Date